

Jefferson County Classification Specification

Name:		Department:	Sheriff
Position Title:	Accounting Assistant I	Pay Grade:	2
		FLSA:	N
Date:	January, 2015	Reports To:	Sergeant

Purpose of Classification

The purpose of positions in this classification is to oversee all of the inmates' financial and medical activities within the jail, and to perform clerical/administrative support tasks to the Jefferson County Sheriff's Office.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages database to assure inmates accounts/debt are accurate and certifies inmates' debt with the Wisconsin Department of Revenue.
- Assures accuracy of database and prepares statistical reports regarding inmate demographics, bookings, etc. Assists in providing information required for grant funding.
- Prepares Judgment of Conviction files and distributes to deputies.
- Maintains and updates files, tracking materials removed from files to ensure that files are returned and are complete.
- Performs any combination of routine calculating, balancing, posting, and verifying cash, including receiving payments, recording receipts for services, preparing deposits and preparing inmate payment plans. Verifies funding available and payments made for commissary items and submits order to supplier.
- Updates inmates' accounts with correct over-the-counter and prescription medications, processes inmate boarding bills, adjusts inmate medical bills to medical assistance rates, prepares inmate release files.
- Performs receptionist duties, including screening telephone calls, distributing mail, preparing a variety of documents, forms and correspondence.
- Performs routine maintenance tasks for office equipment.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.
- Complies with County HIPAA Policies and Procedures, if applicable.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with at least one to two years office experience including word processing, excel and basic bookkeeping experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date